

## Purchase Order

**Contract No:** DM/00170

**Contract Name:** HAP and OTTO Fuel Analysis for DM Beith

**Dated:** 27/10/2022

Supply the Deliverables described in the Schedule to this Purchase Order, subject to the attached MOD Terms and Conditions for Less Complex Requirements (up to the applicable procurement threshold).

| Contractor  | Quality Assurance Requirement (Clause 8) |
|---|--|
| Name:<br>RPS Environmental Management Ltd<br>Registered Address:<br><div style="background-color: black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 15px;"></div> | NOT APPLICABLE                           |

| Consignor (if different from Contractor's registered address) | Transport Instructions (Clause 10)  |
|---|---|
| Name:<br><br><br><br><br><br><br><br><br><br>Address:         | Select method of transport of Deliverables<br><br>To be Delivered by the Contractor <input checked="" type="checkbox"/><br>[Special Instructions]<br><br>To be Collected by the Authority <input type="checkbox"/><br>[Special Instructions]<br><br>Each consignment of the Deliverables shall be accompanied by a delivery note. |

| Progress Meetings (Clause 14)                                      | Progress Reports (Clause 14)                                |
|--|---|
| The Contractor shall be required to attend the following meetings: | The Contractor is required to submit the following Reports: |

|                           |                                    |
|---------------------------|------------------------------------|
| Subject: NOT APPLICABLE   | Subject: NOT APPLICABLE            |
| Frequency: NOT APPLICABLE | Frequency: NOT APPLICABLE          |
| Location: NOT APPLICABLE  | Method of Delivery: NOT APPLICABLE |
|                           | Delivery Address: NOT APPLICABLE   |

**Payment (Clause 15)**

**Payment is to be enabled by CP&F. Purchase Order numbers to be provided.**

| <b>Forms and Documentation</b>   | <b>Supply of Hazardous Substances, Mixtures and Articles in Contractor Deliverables (Clause 9)</b>   |
|--|--|
| <p>Forms can be obtained from the following websites:</p> <p><a href="https://www.kid.mod.uk/maincontent/business/commercial/index.htm">https://www.kid.mod.uk/maincontent/business/commercial/index.htm</a></p> <p>(Registration is required).</p> <p><a href="https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing">https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing</a></p> <p><a href="https://www.dstan.mod.uk/">https://www.dstan.mod.uk/</a></p> <p>(Registration is required).</p> <p>The MOD Forms and Documentation referred to in the Conditions are available free of charge from:</p> <p>Ministry of Defence, Forms and Pubs<br/>Commodity Management<br/>PO Box 2, Building C16, C Site<br/>Lower Arncott<br/>Bicester, OX25 1LP<br/>(Tel. 01869 256197 Fax: 01869 256824)<br/>Applications via email:</p> <p><a href="mailto:Leidos-FormsPublications@teamleidos.mod.uk">Leidos-FormsPublications@teamleidos.mod.uk</a></p> | <p>A completed DEFFORM 68 (Hazardous and Non-Hazardous Substances, Mixture or Articles Statement) and, if applicable, UK REACH Article 31 compliant Safety Data Sheet(s) (SDS) including any related information to be supplied in compliance with the Contractor's statutory duties under Clauses 9.b, and any information arising from the provisions of Clause 9 are to be provided by email with attachment(s) in Adobe PDF or MS WORD format to:</p> <p>The Commercial Officer detailed in the Purchase Order</p> <p>by the following date:</p> <p>So that the safety information can reach users without delay, the Authority shall send a copy preferably as an email with attachment(s) in Adobe PDF or MS WORD format.</p> <p>(1) Hard copies to be sent to:</p> <p>Hazardous Stores Information System (HSIS)<br/>Spruce 2C, #1260<br/>MOD Abbey Wood (South)<br/>Bristol,<br/>BS34 8JH</p> <p>(2) Emails to be sent to:</p> |

|   |   |
|---|---|
| <p>If you require this document in a different format (i.e. in a larger font) please contact the Authority's Representative (Commercial Officer), detailed below.</p> | <p><a href="mailto:DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk">DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk</a></p> <p>SDS which are classified above OFFICIAL including Explosive Hazard Data Sheets (EHDS) for Ordnance, Munitions or Explosives (OME) are not to be sent to HSIS and must be held by the respective Authority Delivery Team.</p> |
|---|---|

## Appendix - Addresses and Other Information

**1. Commercial Officer**

Name: [REDACTED]

Address:

Defence Equipment & Support,  
Weapons Operating Centre  
MOD Abbey Wood,  
NH4 #4110, Fir 1  
Filton  
Bristol  
BS34 8JH

Email: [REDACTED]

**8. Public Accounting Authority**

1. Returns under DEFCON 694 (or SC equivalent) should be sent to  
DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate,  
Store Street, Manchester, M1 2WD

☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4  
Piccadilly Gate, Store Street, Manchester, M1 2WD

☎ 44 (0) 161 233 5394

**2. Project Manager, Equipment Support Manager or PT Leader**  
(from whom technical information is available)

Name: [REDACTED]

Address:

Defence Munitions Head Office  
(Based at) Defence Munitions Beith  
Building 267  
DM Beith  
Ayrshire  
KA15 1JT

Email: [REDACTED]

**9. Consignment Instructions**

The items are to be consigned as follows:

**3. Packaging Design Authority**

Organisation &amp; point of contact:

(Where no address is shown please contact the Project Team in Box 2)

**10. Transport.** The appropriate Ministry of Defence Transport  
Offices are:

**A. DSCOM.** DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail  
Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

**4. (a) Supply / Support Management Branch or Order Manager:**

Branch/Name:

[REDACTED]

☎ [REDACTED] : [REDACTED] [REDACTED] : [REDACTED]

(b) U.I.N.

**B. JSCS**

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)

JSCS Fax No. 01869 256837

Users requiring an account to use the MOD Freight Collection  
Service should contact [UKStratCom-DefSp-RAMP@mod.gov.uk](mailto:UKStratCom-DefSp-RAMP@mod.gov.uk) in  
the first instance.

**5. Drawings/Specifications are available from**

**11. The Invoice Paying Authority**

Ministry of Defence ☎ 0151-242-2000  
DBS Finance  
Walker House, Exchange Flags Fax: 0151-242-2809  
Liverpool, L2 3YL **Website is:**  
<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>

**6. Intentionally Blank**

**12. Forms and Documentation are available through \*:**

Ministry of Defence, Forms and Pubs Commodity Management  
PO Box 2, Building C16, C Site  
Lower Arcott  
Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)  
**Applications via fax or email:**  
[Leidos-FormsPublications@teamleidos.mod.uk](mailto:Leidos-FormsPublications@teamleidos.mod.uk)

**7. Quality Assurance Representative:**

Name: XXXXXXXXXX

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

**AQAPS** and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.gateway.isg-r.r.mil.uk/index.html> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

**\* NOTE**

**1. Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Site:**

<https://www.kid.mod.uk/maincontent/business/commercial/index.htm>

**2. If the required forms or documentation are not available on the MOD Internet site requests should be submitted through the Commercial Officer named in Section 1.**

| Contractor's Sensitive Information (Clause 5). Not to be published.   |
|---|
| Description of Contractor's Sensitive Information:<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]                    |
| Cross reference to location of Sensitive Information:<br>[REDACTED]   |
| Explanation of Sensitivity:<br>[REDACTED]<br>[REDACTED]   |
| Details of potential harm resulting from disclosure:<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]                                |
| Period of Confidence (if Applicable):<br>Normally 5 years after end of contract   |
| Name: [REDACTED]<br>Position: [REDACTED]<br>Address: [REDACTED]<br>Telephone Number: [REDACTED]<br>E-mail Address: [REDACTED] |
|   |

| Offer and Acceptance  |   |
|---|---|
| <p>A) The Purchase Order constitutes an offer by the Contractor to supply the Deliverables. This is open for acceptance by the Authority for days from the date of signature. By signing the Purchase Order the Contractor agrees to be bound by the attached Terms and Conditions for Less Complex Requirements (Up to the applicable procurement threshold).</p> <p>Name (Block Capitals):</p><br><p>Position:</p> <p>For and on behalf of the Contractor</p><br><p>Authorised Signatory</p> <p>.....</p><br><p>Date:</p> | <p>B) Acceptance</p><br><p>Name (Block Capitals):</p> <p>██████████</p><br><p>Position:</p> <p>DEFENCE MUNITIONS COMMERCIAL OFFICER</p> <p>For and on behalf of the Authority</p><br><p>Authorised Signatory</p> <p>████████████████████</p><br><p>Date: 27/10/2022</p> |
| <p><b>C) Effective Date of Contract:</b></p>  |   |